

Position Requirements Document Cover Sheet		Position Number: 12866	
Classification: Interdisciplinary, NH-****-IV Local Title: Dpty Dir, Instrumentation Mngmnt Ofc Employing Office Location: Orlando, Florida Duty Station: Orlando, Florida		Opt: Spvry Computer Engineer, 0854 CL: 411A Opt: Spvry Electronics Engineer, 0855 CL: 411B	
Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT) 1 st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI) 2 nd Div: Project Manager, Instrumentation, Targets, and Threat Simulators (PM ITTS) 3 rd Div: Instrumentation Management Office 4 th Div:			
Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. Immediate Supervisor: J. R. Longenbach Title: Director, Instrumentation Management Office Signature: _____ /s/ _____ Date: 4/24/03 Higher Supervisor or Manager: Matthew J. Fair _____ Title: COL, AR, Project Manager ITTS _____ Signature: _____ /s/ _____ Date: 4/28/03			
Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria. Classification Official: Stephen M. Seay, BG Title: Program Executive Officer Signature: _____ /s/ _____ Date: 5/1/03			
FLSA: Exempt Drug Test: No Key Position: Sensitivity: NCS Reason for Submission: Acq Demo Conversion Previous PD Number: 8395 Envir. Diff: Acq Posn Category: A Acq Career Level: 3 Acq Special Asgmt: Career Spec – Primary: Cont Job Site: Financial Disclosure: [] Public Financial [] Supervisor [X] Manager [] Neither		BUS Code: 8888 CL: see above Emergency Ess: OPM Functions Code: 13 Status: Subject to IA: No Mobilization: Career Prg ID: CAPL Number: Acq Posn Type: 2 Acq Prog Ind: Career Spec – Sec: Mobility: [X] Confidential Financial	
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**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Instrumentation Management Office (IMO), PM Instrumentation, Targets and Threat Simulators (PM ITTS), Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Interdisciplinary, NH-****-IV.

Opt: Supervisory Computer Engineer, 0854

Opt: Supervisory Electronics Engineer, 0855

III. Duties:

Serves as the Deputy Director for the Instrumentation Management Office. Shares with the Director the responsibility for planning, directing, coordinating and managing a comprehensive program for the development, procurement, production, fielding and life cycle support for test instrumentation. Establishes procedures, objectives and organization structure to implement assigned projects/systems. Ensures interface and coordination of all actions involving DOD, DA, ATEC and other organizational elements. Maintains continuous cognizance of all aspects of the assigned projects.

The instrumentation projects are technically complex, high visibility, large dollar value programs that meet joint requirements or are applicable to multiple commands. The instrumentation includes all classes and categories of mechanical, electro-optical, optical, electronic, chemical, biological, radiological, and other types of field data acquisition instrumentation, laboratory test equipment and direct support systems, (i.e. radar, lasers, telemetry, optical, timing, and communications systems.) This instrumentation is used in the testing activities as carried on at any of the proving grounds and test centers within DA including those in the desert, tropic, and arctic.

The incumbent is first line supervisor for a staff of civilian specialists, to include Engineers functioning as Project Directors (NH-3 and NH-4), administrative staff and

others. Directs activities of additional civilian specialists in matrix organizations to include Project Engineers, Software Engineers, Program Analysts, Contracts Specialists and Service Support Contractor Specialists.

Maintains liaison with Joint Staff agencies, Army Staff agencies, major Army Commands, major subordinate commands, field installations, other services, industry and allied nations; to assure up-to-date knowledge of technological state-of-the-art and awareness of all planning actions.

Attends conferences and meetings with representatives of DOD, DA, ATEC and other commands and agencies, private industry and foreign countries on matters pertaining to all aspects of assigned programs.

Serves on advisory boards and committees relative to the general management and technical aspects of the projects, recommending and/or acting on proposals involving policy and having significant impact on national defense programs and government policy.

Ensures that adequate internal control systems are developed and operative so that Government resources are efficiently and effectively managed.

Reviews and evaluates existing and proposed instrumentation at individual installations to identify and make recommendations to eliminate unnecessary duplication. Coordinates planning for the facilities needed in conjunction with instrumentation.

Supervisory Responsibilities

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Command's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration

Performs other duties and assigned.

Factor: 1. - Problem Solving Level IV.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

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Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a tactical standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and Communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Incumbent must be able to obtain and maintain a Secret security clearance.

Will be required to travel within the U.S./overseas by commercial aircraft.

Critical Acquisition Position

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment."

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Expert professional knowledge of engineering principles, concepts, and practices relating to integrated instrumentation systems and devices

Knowledge of systems engineering development, test, and evaluation

Knowledge of DOD acquisition and life cycle management policies, procedures, and practices

Knowledge of business and industry management, procurement, and production practices applicable to contractor proposals and activities.

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Knowledge of Security Assistance policies and procedures

Ability to manage research and development, procurement, production, logistics management, reliability and maintainability, configuration management and financial management of complex instrumentation projects.

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

Ability to organize and lead teams and task forces with members from different organizations, occupations and commands

Ability to establish and maintain relationships and serve as spokesperson with key individuals/ groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to gather and analyze a variety of program and technical information, make sound judgments and recommendations

Ability to apply new approaches to capitalize on engineering knowledge of advanced technology

Ability to communicate orally and in writing